



CAMOSUN COLLEGE
School of Arts & Science
Department of English

ENGL-251-D02
Advanced Communication
Winter 2021

COURSE OUTLINE

The course description is online @ <http://camosun.ca/learn/calendar/current/web/engl.html>

Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

1. Instructor Information

(a) Instructor	Jasmine North
(b) Office hours	Thursday 3-4 pm
(c) Location	Online (Email, Discussion Forum, Collaborate)
(d) Phone	370-3330 Alternative: _____
(e) E-mail	northj@camosun.bc.ca
(f) Website	_____

2. Intended Learning Outcomes

Upon completion of this course the student will be able to:

1. Write a research report that reflects the generic structure of technical, scientific, or professional writing.
 - a) Apply the writing processes of idea generation, draft generation, revision strategies, and proofreading strategies to the research report.
 - b) Differentiate between objective and subjective English and understand the purpose of each style of discourse.
 - c) Apply Standard English to ensure readability of documents.
 - d) Use reliable, accurate, relevant, and substantiated evidence, and document sources using the appropriate documentation style.
 - e) Apply ethical principles (copyright law, source documentation, and sensitive material) to the report-writing process.
2. Compose communication for a variety of audiences in various formats such as abstracts, definitions, pamphlets, press releases, descriptions, summaries, memoranda, web-based/multi-media writing, and user manuals.
 - a) Write in a style that meets the informational needs and backgrounds of various audiences.
 - c) Write in a style that exhibits brevity and clarity and avoids words of low information content.
 - d) Employ numbers, units, equations, and abbreviations correctly in documents.
3. Design technical documents for high readability and appeal using word-processing software and techniques.

- a) Achieve idea relationships and relative importance in technical documents by employing short paragraphs, headings, lists, effective spacing, and layout.
 - b) Depict data efficiently in technical documents using charts, graphs, tables, and other graphics.
4. Design and deliver presentations that fulfill the principles of effective speaking, anxiety control, and visual enhancement:
- a) Analyze the informational needs and backgrounds of various audiences to achieve optimal design and delivery of the presentation.
 - b) Use technical vocabulary appropriate for the intended audience.
 - c) Present information effectively and appropriately using effective speaking skills and anxiety-control strategies.
 - d) Use effective illustrative techniques to enhance the visual and informational quality of the presentation.
 - e) Optimize visual support in presentations by appropriate selection and use of electronic and software presentation tools

3. Required Materials

- (a) Texts

No texts required. Everything is available on D2L.

4. Course Content and Schedule

English 251 Schedule

Week 1

Course Introduction

Characteristics of Technical Writing

Get Direct Practice Activity

Effective Writing Style

(Organizing Information; Seven C's)

6 C's Practice Activity

Week 2

Technical Descriptions

Numbers/ SI Units

Numbers/ SI Units Practice Activity

Week 3

Manuals and Instructions

Week 4

Technical Description (10%) DUE – FEB 5, 2021

Hand in Technical Description Peer Edit sheet (2.5%) with Technical Description

Direct Letters

Indirect Documents

Direct Letter Practice Activity

Week 5

Summaries of Academic Articles

Informal Reports

Week 6

FEB 15-19

READING BREAK – NO CLASS

Week 7

Summaries (10%) DUE FEB 22, 2021

Formal Reports: Proposals

Proposal Prep Practice Activity

Week 8

Research

Facts, Inferences, and Assumptions

Week 9

Document Design

Document Design Practice Activity

Week 10

Executive Summaries

Executive Summaries Practice Activity

Evaluating Documents

Evaluating Documents Practice Activity

Week 11

Proposal (25%) DUE MARCH 26

Hand in Proposal Peer Edit sheet (2.5%) with Proposal

Formal Reports: Literature Review

Week 12

Formal Reports: Feasibility Studies

Week 13

Presentations

Visual Aids

Week 14

Formal Report (25%) DUE APRIL 16

Infographics, Information Posters, and Brochures

Video Presentation (15%) DUE APRIL 19

5. Basis of Student Assessment (Weighting)

(a) Assignments

Technical Description 10%

Summaries (2) 10%

Project Proposal 25%

Formal Report: Literature Review 25%

Video Presentation 15%

(b) Other

Practice Activities 10%

Peer Edits (2) 5%

6. Grading System

Standard Grading System (GPA)

Competency Based Grading System

7. Recommended Materials to Assist Students to Succeed Throughout the Course

8. College Supports, Services and Policies

Immediate, Urgent, or Emergency Support

If you or someone you know requires immediate, urgent, or emergency support (e.g. illness, injury, thoughts of suicide, sexual assault, etc.), **SEEK HELP**. Resource contacts

@ <http://camosun.ca/about/mental-health/emergency.html> or <http://camosun.ca/services/sexual-violence/get-support.html#urgent>

College Services

Camosun offers a variety of health and academic support services, including counselling, dental, disability resource centre, help centre, learning skills, sexual violence support & education, library, and writing centre. For more information on each of these services, visit the **STUDENT SERVICES** link on the College website at <http://camosun.ca/>

College Policies

Camosun strives to provide clear, transparent, and easily accessible policies that exemplify the college's commitment to life-changing learning. It is the student's responsibility to become familiar with the content of College policies. Policies are available on the College website at <http://camosun.ca/about/policies/>. Education and academic policies include, but are not limited to, Academic Progress, Admission, Course Withdrawals, Standards for Awarding Credentials,

Involuntary Health and Safety Leave of Absence, Prior Learning Assessment, Medical/Compassionate Withdrawal, Sexual Violence, Student Ancillary Fees, Academic Integrity, Grade Review & Appeals, Student Misconduct and Academic Accommodations for Students with Disabilities and Student Penalties and Fines.

A. GRADING SYSTEMS <http://camosun.ca/about/policies/index.html>

The following two grading systems are used at Camosun College:

1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

2. Competency Based Grading System (Non GPA)

This grading system is based on satisfactory acquisition of defined skills or successful completion of the course learning outcomes

Grade	Description
COM	The student has met the goals, criteria, or competencies established for this course, practicum or field placement.
DST	The student has met and exceeded, above and beyond expectation, the goals, criteria, or competencies established for this course, practicum or field placement.
NC	The student has not met the goals, criteria or competencies established for this course, practicum or field placement.

B. Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://camosun.ca/about/policies/index.html> for information on conversion to final grades, and for additional information on student record and transcript notations.

Temporary Grade	Description
I	<i>Incomplete</i> : A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family.

IP	<i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course.
CW	<i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement.